



State of Utah

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2008 ANNUAL RETURN INSTRUCTIONS FOR SAND & GRAVEL

Section 59-2-207 (1) (a) of the Utah Code states the following: "A person, or an officer or agent of that person, owning or operating property described in Subsection (1)(b) shall file with the commission, on a form prescribed by the commission, a sworn statement on or before **March 1** of each year: (i) showing in detail all real property and tangible personal property located in the state that the person owns or operates; and (ii) containing any other information the commission requires."

Returns for Assessment that are received incomplete will be considered as not timely filed and subject to a penalty. For failure to furnish the statement as required, or other information necessary to determine assessed valuation, the statute noted above provides for a penalty of 10% of the estimated tax due but not less than \$100.

The *Annual Return* is made up of ten (10) Sections: Some sections may not apply to your company. Underlined forms must be returned, reports are returned only if corrections are made to the information on the report.

1. Annual Return form (Taxpayer Statement)
2. Detail By Tax Area report
3. Land Valuation report
4. Improvement Valuation report (If applicable)
5. Personal Property Valuation report
6. Additions / Deletions of Land Parcels form
7. Additions / Deletions of Personal Property & Improvements form
8. Capitalized Net Revenue form (Separate instructions included)
9. Leased Assets form
10. List of Counties assigned to analysts

The sections of the *Annual Return* that apply to your company must be reviewed, completed and returned to the Property Tax Division. If there are no corrections made on the Personal Property Valuation report, Improvements Valuation report or Detail by Tax Area report they need not be returned. Information can be furnished using the forms provided or may be submitted on a form prepared by the company as long as the necessary data is included and is presented in an understandable format.

1. Annual Return form (Taxpayer Statement):

This statement **must be signed** by a person who is authorized to make such a return and returned to the Tax Commission. Please make any necessary corrections to company name, contact person, address, telephone number and e-mail address.

2. Detail By Tax Area report:

Review this report and make any corrections as necessary. If no corrections are made, do not return the Detail by Tax Area report.

3. Land Valuation report:

Review this report to ensure that it contains the correct information (e.g. acres, legal description) for land that is a part of your operations. Additions and/or deletions should be detailed on the Additions / Deletions of Land Parcels form. If no corrections are made, do not return the Land Valuation report.

4. Improvement Valuation report:

Instructions are the same as those for the Personal Property Valuation report (listed below). If your company has not had any improvements in prior years, you will not receive this report.

5. Personal Property Valuation report:

This is a detailed list of all personal property by "State Property Number". Review this information and make corrections to "Make", "Model", "Description", "Serial Number", "Equipment Number", "Purchase Year", and "Cost". Additions and/or deletions should be detailed on the Additions / Deletions of Personal Property & Improvements form. If no corrections are made, do not return the Personal Property Valuation Report.

6. Additions / Deletions of Land Parcels form:

Include **all** owned and leased land additions and deletions. Also include any existing land parcels not included in the Land Valuation report. Include the legal description for all parcel additions and deletions. If adding a new land parcel that is leased from another party, indicate on the form the name and contact information of the lessor (e.g. Bureau of Land Management, John Doe, etc). This will help ensure that taxes will be assessed to the correct party.

7. Additions / Deletions of Personal Property & Improvements form:

Include **all** personal property and improvements additions and deletions including any new or existing properties not included in the report. Indicate in the first column either an addition or deletion. Give a brief description of the property in columns 2 through 7. Put the year of acquisition (purchase year) in column 8. The Property Tax Division will fill in column 9. Put the acquisition cost, that includes purchase price, transportation cost, installation cost and sales tax in column 10. Also include the value of materials and supplies as a line item on the form. If equipment is moved from one property to another it should be reported here also. If you do not have any additions or deletions of personal property or improvements write N/A on the form and include it with your return.

8. Capitalized Net Revenue form (separate instructions included)

9. Leased Assets form:

List all leased assets on your sites for which you are **not** responsible for paying the property taxes. This equipment is reported to the counties by the Property Tax Division and is locally assessed to the lessor. Report on the Additions / Deletions of Personal Property & Improvements form, as if purchased by you, any leased equipment for which you **are** responsible for the property taxes. If you do not have any leased assets please write N/A on the Leased Assets form and include it with your return.

10. List of Counties Assigned to Analysts:

Sand & Gravel mining properties are assigned to two analysts by county as shown on the attached list. If we can be of assistance in preparing your return, please contact Sam Olschewski at (801) 297-3646 or Curtis Williams at (801) 297-3633.

UTAH STATE TAX COMMISSION
PROPERTY TAX DIVISION
2008 CAPITALIZED NET REVENUE (CNR)
INCOME QUESTIONNAIRE INSTRUCTIONS

The CNR method of valuation utilizes historical income and costs based on the taxpayer's actual operating history for the past five years, or less if operating less than five years.

Please fill in Taxpayer Name, State Taxpayer Number, Mine Name, County and Unit Number (if known) unless previously filled out by the Tax Commission. If the net revenues have been filed for the previous years with the Property Tax Division, only income and costs for the past year (2007) are needed. If this mine has been active in the previous five years and a CNR Questionnaire has not been filed for those years, it is necessary to file a questionnaire for each of those years. Only costs directly related to, and necessary for, the mining operations are allowed (match revenue to costs). The Taxpayer is required to complete Lines 1 through 20 and attach applicable schedules.

1. **Gross Mineral Sales** - Enter details on Schedule 1: each mineral sold, number of units sold, unit type (ton, yard, oz., etc.), value per unit and income received. Enter the total from Schedule 1 on Line 1 of the Income Questionnaire. (Please provide a detailed listing of each mineral type sold or consumed as shown on your company's product list. As an example, for aggregates list size of rock, washed and unwashed sand, bank run, etc; for other minerals identify the type of rock or stone, crushed or pallet, etc.)
2. **Self-Consumed Minerals - Using Representative Sales** - Enter details on Schedule 2: each mineral consumed, number of units consumed, unit type (ton, yard, oz., etc.), value per unit and the value for each type of mineral. Enter the total from Schedule 2 on Line 2 of the Income Questionnaire. The unit price should be based on representative unit sales prices of like minerals, determined from actual sales of like minerals sold by the taxpayer, actual sales of like minerals by other taxpayers, and/or posted prices of like minerals. (Please list same detail as in gross Mineral sales.)
3. **Premiums, Bonuses and Subsidies** - The total amount received for premiums, bonuses and subsidies, etc., from the federal government or any other source, concerning settlement payment, whether paid for the mineral or the production thereof. If an exemption is claimed for any amount, such claim may be stated on the return or in a letter accompanying the return.
4. **Interest Income** - All interest received relating to the mining operation should be reported.
5. **Other Income** - Include all income received, relating to the mining operation which is not listed on Lines 1 through 4 above. Examples would be transportation reimbursements and royalties received. Show royalty details on Schedule 5. Gains on the sale of assets should not be included.
6. **Salaries and Wages** - Only the portion of management salaries and employee wages, which pertains to the mining operation, can be used as an allowable cost (As reported on IRS W-2 wage and tax statements).
7. **Payroll Taxes and Employee Benefits** - Include all fringe benefits and taxes associated with allowable labor costs.
8. **Workers Compensation Insurance** - The amount paid for workers compensation insurance, or in lieu of that compensation insurance the actual amount of compensation for injured employees, and the compensation paid to the dependents of employees, required to be paid under the Worker's Compensation law of Utah.
9. **General Insurance** - General insurance policy premiums paid are allowed. Do not include self-insurance amounts that may be listed on company records.

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10. **Severance Taxes** - Taxes paid to Federal, State, City, Local Governments and Indian Nations.
11. **Sales and Use Taxes** - Actual sales tax paid, if included in reported income.
12. **Supplies and Tools** - Cost of supplies and tools purchased.
13. **Utilities** - Cost of utilities paid.
14. **Maintenance and Repairs** - Maintenance and repair costs should be listed here. Major repair costs that are capitalized should not be included.
15. **Office and Accounting** - Only the portion of the office and accounting cost pertaining to the mining operation is allowed.
16. **Legal Fees** - Legal fees pertaining to the mining operation.
17. **Exempt Royalties** - Federal, State, City, Local Governments, and Indian Nations royalty payments are allowed. List recipient's name and telephone number. (Schedule 17)
18. **Fuel** - Costs of fuel utilized in operating the mine are allowed. Do not include fuel that is part of Line 19 (Transportation).
19. **Transportation** - Transportation costs are allowed to the point of sale or self-consumption. Match related income and expenses.
20. **Miscellaneous Costs** – All items must be explained on Schedule 20 or they will not be allowed.
Allowed: Other costs identified by Administrative Rule R884-24P-7, which are not listed above, such as, engineering, sampling and assaying, treatment, development, equipment rental and environmental cleanup. Also other costs, that apply directly to the operation of the mining property.
Not Allowed: Interest expense, Federal and State income taxes and property taxes are included in the capitalization rate and are therefore not allowed as an expense. Losses on the sale of assets, bank charges, depletion, amortization, corporate overhead or other costs not directly related to the operation of the mining property.

Deductibles: If assets are used in the mining operation and are taxed to someone else, or the Utah taxes have already been paid/or will be paid on them, such as leased land, improvements, equipment and/or licensed vehicles, please list them on the 'Additions and Deletions of Land' or the 'Additions and Deletions of Personal Property and Improvements' forms. The value of these assets will be subtracted from your income valuation. For **leased land** include: owner, serial number, acreage and amount paid on the lease. When listing **licensed vehicles** include: make, model, serial number, year of acquisition and original cost. For **leased equipment** include: lessor's name and address, make, model, serial number, year of acquisition and rental costs. The County Assessor assesses all leased equipment. Equipment obtained on a lease/purchase agreement should be treated as a purchase and listed with other personal property.

Note: Depreciation will be calculated by the Property Tax Division using the straight-line method: Seven (7) years for equipment and thirty-nine (39) years for improvements.

IF YOU NEED ASSISTANCE IN PREPARING YOUR RETURN PLEASE CONTACT ONE OF THE INDIVIDUALS LISTED BELOW.

CACHE	RICH
CARBON	SAN JUAN
DAGGETT	SANPETE
DUCHESNE	SEVIER
EMERY	SUMMIT
GARFIELD	UINTAH
GRAND	UTAH
MORGAN	WASATCH
PIUTE	WAYNE

BEAVER	MILLARD
BOX ELDER	SALT LAKE
DAVIS	TOOELE
IRON	WASHINGTON
JUAB	WEBER
KANE	